



MOORFIELD
SCHOOL

FIRE RISK POLICY

This policy is also applicable to the EYFS.



FIRE RISK POLICY

INTRODUCTION

Fire can have a devastating effect on the School. Due to the risk of fire and the serious consequences of fire, the following policy has been produced.

OBJECTIVES

To safeguard all people on Moorfield premises from death or injury in the event of a fire or associated explosion.

To minimise the risk of fire and to limit the spread of fire.

To minimise the potential for fire to disrupt teaching, damage buildings and equipment and harm the environment.

APPLICATION

This policy applies to all persons on Moorfield premises and in particular to staff who have a duty placed upon them to actively monitor the implementation of this policy.

POLICY

Moorfield will comply with the Regulatory Reform (Fire Safety) Order 2005 following accepted standards of good practice, having as its first priority the immediate and total evacuation of the building upon discovery of fire, Moorfield School will ensure:

- That adequate means of escape in case of fire exist for all persons on Moorfield premises.
- That all means of escape are correctly maintained, kept free from obstruction and available for safe and effective use at all times.
- That adequate means of giving warning in case of fire exist and are maintained in efficient working order.
- That adequate means for fighting fire are present and are maintained in efficient working order.
- That appropriate instruction will be given to all persons on Moorfield premises on evacuation procedures.
- That Moorfield premises are subjected to a fire risk assessment and that where risks are identified action is taken to implement appropriate control measures.
- That measures are taken to protect buildings, installations and equipment from fire that are commensurate with the risks.

RESPONSIBILITIES

The ultimate responsibility for Fire safety at Moorfield School is vested in the Governing Body.

The Head is responsible for the management of fire safety within the school. She is also responsible for co-ordinating fire safety procedures involving the pupils including the arrangement and monitoring of fire drills. She arranges regular training for the use of fire equipment, and staff induction on fire safety procedures for new staff members.

The Bursar is responsible for ensuring that a Fire Risk Assessment is produced and that the fire alarm system and fire extinguishers are maintained.

The Site Manager is responsible for ensuring that adequate maintenance checks are carried out on the school's fire detection, alarm system and fire-fighting equipment.

Currently, the Head and Site Manager are the School's fire wardens and have completed Fire Warden training.

Whilst it is the school's responsibility to ensure, so far as possible, a safe working environment, safe working practices and adequate training, it is the responsibility of all staff to care for their own safety and the safety of

others. This includes, but is not limited to:

- Maintaining safe working practices.
- Identifying possible hazards and bringing these promptly to the attention of the Head.
- Undertaking any necessary safety precautions.
- Being familiar with appropriate emergency procedures including knowledge of:
 - a. appropriate escape routes;
 - b. location of fire extinguishers;
 - c. the emergency services number (currently 999 or 112)

REVIEW

- The Fire Policy is reviewed every two years.
- An annual report on Fire Safety will be submitted to the Health and Safety Governor who will report to Governors.

MAINTENANCE AND TESTING REGIMES

Maintenance records are held in the Health and Safety File in the school office.

- Fire Exit doors are checked during fire drills.
- Emergency exit routes are checked annually.
- Fire signs and notices are checked termly.
- The fire extinguishers are checked annually.
- The fire alarm is serviced annually.
- The fire escape is checked annually by the Site Manager.
- Smoke detectors are checked regularly by the Site Manager.
- Individual break glasses are tested on a weekly basis within a cycle.
- The alarm system is checked weekly by the Site Manager.

A Fire Risk Assessment is reviewed and updated every 5 years or when significant change is made to the premises. The most recent assessment is kept in the Health and Safety file in the School office. The Fire Risk Assessment and any required action is reviewed annually by the Health and Safety Governor.

STAFF TRAINING

The school is committed to providing regular staff training as appropriate.

Fire warden training:	Mrs Jessica Crossley and Mr Mel Hartley	2017
Fire safety training with Firesolve: (with practical fire extinguisher training)	full staff	Nov 2015
Fire Safety in Education	Jessica Crossley	Aug 2015
	Vitoria Crebbin	Aug 2015
	Simone Salter	Aug 2016
	Hetty McMurray	Aug 2015
	Philippa Waterland	Sep 2015
	Lynsey Rix	July 2015
	Sophie Pickles	Nov 2015
	Grizelda Collier	Sep 2015
	Tina Herbert	Oct 2015
	Jane Chadwick	Oct 2015
	Mary Glover	Oct 2015
	Emma Preston	Oct 2015
	Mel Hartley	Oct 2015
	Peta Dean	Oct 2015
	Katherine Martin	Oct 2015
	Tina Driver	Nov 2015
	Sue Conti	Sep 2016
	Josie Vento	Jan 2016
	Jane Brown	Jan 2016
	James Snook	April 2017

Toby Turner-Thompson
Jane McMullen
Cath Scott
Karley Baxter

April 2017
April 2017
April 2017
April 2017

PROVISION OF FIRE SAFETY INFORMATION FOR STAFF AND VISITORS

- New staff read the Fire Risk Policy as part of their induction and the Head talks them through essential elements of fire escape procedures. They are updated of changes to the policy via staff meetings and the weekly staff correspondence email.
- Visitors to the school are directed to the fire safety notice in the visitors' sign in book.
- External music students are advised what to do in the case of a fire.

PREVENTATIVE MEASURES TO REDUCE THE RISK OF FIRES

SMOKING: Smoking is banned in all buildings on the site.

PORTABLE ELECTRICAL EQUIPMENT: All portable mains-operated electrical equipment used on the site must display a valid test sticker issued by the authorised tester. Test stickers display both the date tested and the date the next test is due. Equipment must not be used if the next test is overdue, or the equipment is damaged in any way, until the equipment has been re-tested and (if required) repaired.

PLUGS AND CABLES: Access to plugs must be kept free. Cables should be kept neat and run in safe places so as to prevent damage.

STORAGE: Rubbish, loose paper and other flammable material must not be allowed to accumulate due to the fire risk. Bins are to be cleared every day. Corridors should be kept as clear as possible. Do not hang coats or other highly combustible materials in corridors.

EMERGENCY EXITS: must be kept clear at all times

CHEMICALS AND HAZARDOUS MATERIALS: must be kept locked away and used only by authorised people or, in the case of pupils, under close supervision. Store areas containing hazardous materials must be orderly, clean and permanently secure.

BIG PAPER RECYCLING BIN: must be stored away from school building

INSTRUCTIONS: Staff must comply with all instructions given to them in regard to fire safety and fire procedures.

REPORTING FAULTS OR HAZARDS: Staff must report any observed shortcomings in fire precautions to the Site Manager.

VISITORS: Visitors must comply with all instructions given to them in regard to fire safety and any other fire procedures. All visitors should be signed in and issued with a visitor's badge.

RISK OF ARSON: Internal doors and all windows should be closed at all times when the school is unoccupied.

MAINTAIN SAFE WORKING PRACTICES

Fire doors must not be wedged open for any length of time.

FIRE EVACUATION PROCEDURE

DAY TIME DURING TERM TIME

Finding fire

In case of fire, the alarm should be activated using the nearest accessible fire call point.

Fire Call Points

All adults working on the premises must familiarize themselves with the locations of the fire call points in order to raise the alarm.

Fire Drills

Fire drills are held at least termly. The fire drill is recorded in the Health and Safety file in the school office when the date and time and length of evacuation is noted.

On Hearing the Fire Alarm:

On hearing the fire alarm, everyone must immediately evacuate the building by the nearest designated safe exit, closing (but not locking) any doors. Visitors are guided to the nearest emergency exit. Staff will lead and follow (small children) and bring up the rear (older pupils) being aware of any pupils out of the room for peripatetic music, 1:1 tuition and especially toilet visits when they will be by themselves. The member of staff teaching a pupil with a disability, when the fire alarm sounds, is responsible for ensuring that s/he is led safely to the nearest exit and assembly point.

When the bell rings, Head's PA takes:

- registers from the hall box
- staff signing in record
- visitors' book
- mobile phone

Nursery staff bring the Nursery register with them.

The Head's PA dials 999 as soon as she is outside the building if it is not a pre-planned fire drill.

She checks that those in visitors' book and staff signing in record are accounted for. Registers are handed to teachers as they exit the building with their class.

Procedure for everyone else in the building:

On hearing the alarm, everyone must immediately evacuate the building by the nearest safe exit.

- Push in chairs to allow easy evacuation
- Keep silent
- Last one out of the room close the door
- Staff will lead and follow small children and bring up the rear for older children
- Staff must be aware of pupils out of music for music lessons, 1:1 lessons and children who have gone to the toilet and will be by themselves
- A pupil with a physical disability must be escorted to an exit and led to safety by the member of staff teaching them at the time
- Visitors are guided to the nearest emergency exit.
- Children line up in their classes facing the wall in the playground
- The teacher who is teaching the class at the time of the bell takes the register, accounting for those who are missing
- Each teacher raises their hand when the register is complete and all children in her care are accounted for.
- No one re-enters the building until the Head gives the 'all clear'.

LUNCH TIME EVACUATION

- All children stand and walk from the nursery, dining room, activity room, in orderly lines (not class lines), using all safe doorways (top, cloakroom, into nursery). They walk to the correct area in the playground, led by the member of staff supervising them.
- Cloakroom area is checked by dining room duty staff before leaving the building.
- Role calls and head counts are undertaken as in normal fire alarm procedure.

EVENING AND NON-SCHOOL ACTIVITIES

Non-school groups that are permitted to use school facilities are advised of the school fire procedures and the emergency contact number (999 or 112)

HOLIDAY CLUB

Holiday Club is held in the school dining room. Everyone evacuates the building to the school playground. The

Club Supervisor counts and marks the children off on her register which she takes out with her.

SPECIAL EVENTS

When there are functions involving the hall parents are verbally advised of the fire procedure by the Head at the start of the function.

Action for Bomb Alerts or Dangerous Intruders etc are outlined in Crisis/Disaster Management Policy.

IF ANY PERSON IS MISSING, the building is searched by the fire brigade when they arrive.

The fire brigade will silence the alarm.

If the cause of the fire alarm is a fault in the fire alarm system, DO NOT reset the fire alarm. Call the fire alarm company and they will come out to identify the fault and reset the system.

RECOMMENDED EXIT ROUTES

Forms 1, 2 and 3, Library	Back staircase
Art Room, Form 4, Resource Room	Front stair case
Staff Room	External fire escape
Any room on top floor	External fire escape
Office, Kitchens, Head's Study	Front door
Dining Room	Nursery fire door and front door
Music Rooms 1 and 2	Music Room 2 fire exit
Toilets, Boiler Room, Music Rooms 3 and 4	Music Room 3 fire exit
Nursery	Exit on floor in use
New Hall	Both exits

Drafted by:	The Head
Date:	March 2010
Reviewed by the Bursar:	July 2010
Approved by Governors	June 2010
Reviewed at Inspection	May 2011
Reviewed by SMT:	October 2013, 2015, 2016
Next review	October 2017

APPENDIX 1

EQUIPMENT

All staff must make themselves familiar with the locations of the break glass points, fire exit routes and fire extinguishers.

BREAK GLASSES

Tower – roof exit
Senior 6 – fire exit
Top floor – corridor
Lobby outside IT suite
Staff room – fire exit
Stairway – Form 2
Reception – fire exit
Nursery – double doors
Nursery – entrance door
Front entrance door
Kitchen – cook area
Kitchen – food prep area
Music 2 – fire exit
Music 3 – fire exit
Ground floor – Form 4
Main Hall – fire exit
Main Hall – entrance
Under hall - store

FIRE EXTINGUISHERS for a variety of fires, located at:

Top Floor	Maths Room Landing
New Block	Outside F2 Outside F3
First Floor	Outside staff room Computer room Resources Room Library
Ground Floor	Office Milk Hall Kitchen (and fire blanket) Cloakroom
EYFS	Nursery and Reception
Music Department	Foyer Music Rooms 1,2,3
Hall	Foyer Hall Under Hall

SMOKE DETECTORS

Every area of the school building is covered by smoke detectors. (39 in total)